



DEPARTMENT OF THE ARMY
U.S. ARMY CORPS OF ENGINEERS
WASHINGTON, D.C. 20314-1000

24 OCT 2003

REPLY TO
ATTENTION OF:

CEPR-Θ (715e)

MEMORANDUM FOR ALL USACE COMMANDS (DIRECTORS/CHIEFS OF
CONTRACTING)

SUBJECT: PARC Instruction Letter (PIL) 2003-20, Implementation of DD Form 350 for
Actions Below \$25,000 and Standard Method for Coding of Civil Works and Military Contract
Actions on DD Form 350

1. Reference:

a. Memorandum DPAP/EB, dated 9 June 2003, Subject: Use of Department of Defense
Activity Address Code (DoDAAC) in Contracting.

b. Memorandum DPAP/EB, dated 2 October 2003, Subject: Use of Department of Defense
Activity Address Code (DoDAAC) in Contracting.

c. Memorandum DP/EB, dated 9 July 2003, Subject: Instruction for Preparation of
Electronically Recorded Data Submitted to Defense Contract Action Data System (DCADS),
Fiscal Year (FY) 2004 Edition, and Change 1 dated 21 July 2003

d. Memorandum SFCA-IT, dated (Pending Approval – DocID: 564518), Subject: Class
Deviation – 100 Percent Reporting of Contract Actions

e. DFARS, 204.670-2 Reportable Contracting Actions, paragraph A, section (4)

2. Effective immediately, each District/Center/Lab assigned to USACE shall use DD Form 350
for all reportable contracting actions, except contracting actions for contingency, humanitarian,
and peacekeeping operations. By eliminating the option to use DD Form 1057, this will establish
a single standard across all USACE in which individual contracting actions are reported.

3. Due to the recent DOD Activity Code Initiative that implemented the Department of Defense
Activity Address Code (DoDAAC) as the standard identifier for each contracting office, this
initiative has also prompted the need to establish a standard method for tracking and separating
Civil Works and Military actions when reporting on DD Form 350. The following two codes
shall only be used in Block A3A, DD Form 350, to identify Civil Works or Military actions:

a. Civil Works: 96CE

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b. Military (Army): 2100

Note: Reports for actions prior to FY 2004 may not be relied upon when using the above method. Block A3A of the DD 350 was not available until FY 2001 and individual data cannot be extracted from DD 1057 reported actions.

4. Both implementations to standardize reporting and shifting to the Department of Defense Activity Address Code (DoDAAC) system will allow us to gain the benefits of detailed information and a better understanding of how our acquisition dollars are being spent. Also, the small business community will receive a more detailed assessment of the socio-economic impacts. As we continue to shape our digital environment during FY 04, the Army Contracting Agency (ACA) will employ throughout each MACOM a Web-enabled business intelligence (BI) application. BI provides the capability and focuses on gathering, storing, analyzing, and providing access to data from many different sources to help managers make better business decisions. I request all contracting managers and supervisors to take a more active role to ensure SPS/PD2 receives data that is accurate, timely and complete. SPS/PD2 must gain the confidence of all users and produce the quality of information that the organization and management needs to make timely and accurate decisions.

5. Question concerning this PIL should be directed to Mr. Dwight Dukes, CEPR-O, at (202) 761-8643.

FOR THE COMMANDER:


BUNNATIVE H. GREENHOUSE
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for Contracting